

# Amended Schedules/Matrix D, E, F, G, H (Fee) and A, B, C, I, J (No Fee)

**STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.

**STEP 2.** Click on **Miscellaneous**.

**STEP 3.** The **Case Number** screen displays.

☐ Insert the case number using the YY-NNNNN format.

☐ Click **Next**.

**STEP 4.** Select **Amended Schedules/Matrix D, E, F, G, H (Fee)** or **Amended Schedules A, B, C, I, J (No Fee)** from the event list.

**NOTE:** If filing **Amended Schedules/Matrix D, E, F, G, H (Fee)** and new creditors are not being added to the matrix; indicate on the Amended Schedule why creditors do not need to be added to the matrix.

☐ Click **Next**.

**STEP 5.** Select party filer.

☐ Click **Next**.

**STEP 6.** If filing **Amended Schedules A, B, C, I, J (No Fee)**, continue to **STEP 7**. If filing **Amended Schedules/Matrix D, E, F, G, H (Fee)**, a message screen displays.

☐ Confirm the case number and name are correct.

☐ Confirm LBF #728 is the first page of the document to be attached at the Browse window.

☐ At the question **Do you certify that all additional creditors have been uploaded to this case?**, accept the default of Yes if all additional creditors have been uploaded to the case.

If the additional creditors have not been uploaded to the case, click on Bankruptcy and Creditor Maintenance to upload the additional creditors. **Do NOT continue with this event if the additional creditors have not been uploaded to the case.**

- ☐ Click **Next**.

**STEP 7.** The PDF attachment screen displays and, if filing **Amended Schedules/Matrix D, E, F, G, H (Fee)**, a fee box also displays.

**Reminder:** If filing **Amended Schedules/Matrix D, E, F, G, H (Fee)**, LBF #728 must be the first page of the document.

- ☐ Click **Browse** to select appropriate PDF to attach.

- ☐ Click **Next**.

**STEP 8.** A case verification screen displays.

- ☐ Click **Next**.

**STEP 9.** The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.

- ☐ Click **Next**.

**STEP 10.** If filing **Amended Schedules A, B, C, I, J (No Fee)** continue to **STEP 11**. If filing **Amended Schedules/Matrix D, E, F, G, H (Fee)** the **Electronic Payment** window displays.

- ☐ Click **Pay Now** to pay all fees due to the court.

- ☐ Click **Continue Filing** to file another case or document.

**STEP 11.** The **Notice of Electronic Filing** screen displays.